



CAREER BOOSTING COURSES

Short, Part-time and Professional Courses

Part-time learning can enhance your current job prospects or kick-start a brand new career in many sectors especially those with skills shortages.

You'll be able to get new skills and qualifications that local employers need to help you progress or change careers altogether.

FIND OUT MORE TODAY
visit: nptcgroup.ac.uk

Email: business@nptcgroup.ac.uk

Tel: 0800 013 2544

Search **NPTC Group**     

Afan College
Brecon Beacons College
Neath College
Pontardawe College
Swansea Construction Centre

PERSONAL LEARNING ACCOUNT (PLA)

A Personal Learning Account (PLA) is a programme for employed individuals to access funding for courses.

PLA's will allow you to gain the right skills to either change careers or progress in employment at a higher level.

These flexible fully-funded courses will allow you to study and work around your family and employment commitments.

The courses are specifically designed to address vocational training in sectors where there is a skills shortage, to ensure the future needs of the economy are met. These sectors are:

- **CREATIVE**
- **FINANCIAL SERVICES**
- **DIGITAL**
- **ENGINEERING**
- **TOURISM AND LEISURE (INCLUDING HOSPITALITY AND CATERING)**
- **HEALTH**

To be eligible for a Personal Learning Account, individuals will need to be over 19, living in Wales, in employment and not in full time education.

There is also specific PLA funding available for companies.



Cymru'n Gweithio
Working Wales



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government



Access to Higher Education	Start Date	Length	Day/Night	Location	Price
Skills for Further Study	25/01/2021	15 Weeks	3 hours per week 6pm-9pm	Neath	Fully Funded*

Accountancy	Start Date	Length	Day/Night	Location	Price
Exam, registration and assessment fees will be extra					
AAT Foundation Certificate in Bookkeeping & Foundation Award in Accounting Software	13/01/2021	20 Weeks	Tue (12pm-6pm)	Neath	£655*
AAT Level 3 Diploma in Accounting (Half Qualification)	12/01/2021	2 Years	Mon (All day)	Neath	£519*
AAT Level 4 Diploma in Auditing	18/01/2021	20 Weeks	Wed (1pm-5.30pm)	Neath	£259*

Basic Skills – Maths, English and IT for Adults	Start Date	Length	Day/Night	Location	Price
Computers Don't Bite (CDB)		Ongoing	Wed (Day)	Brecon	FREE*
Basic Skills – Maths, English and IT for Adults		Ongoing	Mon, Tue, Wed, Thu (Day)	Neath	FREE*
		Ongoing	Tue (Eve)	Neath	FREE*
		Ongoing	Thu (Eve)	Afan	FREE*
		Ongoing	Mon, Wed, Thu (Day)	Pontardawe	FREE*
	Week Commencing 12/01/2021	Ongoing	Wed (Day)	Glynneath	FREE*
		Ongoing	Tue, Thu (Day)	Banwen	FREE*
		Ongoing	Tue, Thu (Day)	Sandfields	FREE*
		Ongoing	Wed (Eve)	Sandfields	FREE*
		Ongoing	Fri (Day)	Neath YMCA	FREE*
		Ongoing	Mon (Day)	Ystradgynlais	FREE*
		Ongoing	Wed, Thu (Day)	Brecon	FREE*
		Ongoing	Thu (Day)	Llandrindod	FREE*

Catering, Hospitality & Culinary Arts	Start Date	Length	Day/Night	Location	Price
L1 NVQ Hospitality Skills – Bakery	14/01/2021	1 Year	2 Days per week	Neath	£250
L1 NVQ Hospitality Skills – Kitchen	14/01/2021	1 Year	2 Days per week	Neath	£250
L1 NVQ Hospitality Skills – Restaurant	14/01/2021	1 Year	2 Days per week	Neath	£250

*Fully funded through SFI or PLA subject to meeting eligibility criteria



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L2 NVQ Hospitality Skills – Bakery	14/01/2021	1 Year	2 Days per week	Neath	£250*
L2 NVQ Hospitality Skills – Kitchen	14/01/2021	1 Year	2 Days per week	Neath	£250*
L2 NVQ Hospitality Skills – Restaurant	14/01/2021	1 Year	2 Days per week	Neath	£250*
L2 Food Safety	14/01/2021	1 Day	Throughout the year	Neath	£85*
L2 Customer Care in the Hospitality Industry	14/01/2021	1 Day	Throughout the year	Neath	£85*
L3 Food Safety	14/01/2021	4 Days	Over 1 Week	Neath	£250*
Introduction to Chocolate Work	Rolling Programme	6 Hours	Throughout the year	Neath	£100
Introduction to Sugar Flowers	Rolling Programme	1 Day	Throughout the year	Neath	£100
Pizza Cookery	Rolling Programme	1 Day	Throughout the year	Neath	£100
Making the most of your Barbecue	Rolling Programme	1 Day	Throughout the year	Neath	£100
Introduction to Cake Decoration	Rolling Programme	6 Hours	Throughout the year	Neath	£100
Artisan Bread	Rolling Programme	1 Day	Throughout the year	Neath	£100

Business, Tourism & Management	Start Date	Length	Day/Night	Location	Price
Business Skills including Customer Service	31/01/2021	2 Days	Fri	Neath	£75*
Customer Care	28/02/2021	2 Days	Fri	Neath	£75
Understand how to Manage a Team – Level 4	24/03/2021	6 Weeks	Tue	Neath	£550*
Understanding Bilingualism in Work – Level 3	25/03/2021	6 Days	Wed, Thu	Neath	£250
Minute and Note Taking	Rolling Programme	3 Hours	Online Learning Half a day	Various	£50
Report Writing	Rolling Programme	3 Hours	Online Learning 1 Day	Various	£75
Social Media for Business	Rolling Programme		1 Day	Neath/ Various	£75*

Computing & IT	Start Date	Length	Day/Night	Location	Price
HNC in Computing	08/02/2021	2 Years	Mon & Wed	Neath	£1,200 per year*
European Computer Driving License (ECDL)	01/02/2021	1 Year	Tue	Neath	£550*
European Computer Driving License (ECDL) (Part-time Distance Learning)	Anytime	1 Year	Online Learning	Afan, Brecon, Neath	£240*
European Computer Driving License (ECDL) Advanced (Part-time Distance Learning)	Anytime	1 Year	Online Learning	Afan, Brecon, Neath	£240*

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European Computer Driving License (ECDL) Advanced	25/01/2021	1 Year	Mon	Neath	£550*
Introduction to Programming	25/01/2021	6 Weeks	Tue	Neath	£100*
Introduction to Excel	25/01/2021	1 Day	Mon	Neath	£60*
Intermediate Excel	25/01/2021	1 Day	Mon	Neath	£60*
Advanced Excel	25/01/2021	1 Day	Mon	Neath	£100*

Construction	Start Date	Length	Day/Night	Location	Price
Building Craft Occupations FULL-TIME	January 2021	1 Year	3 days per week	Neath	£25
Introduction to Plastering	13/01/2021	5 Weeks	1 evening a week	Neath	£250
Introduction to Bricklaying	13/01/2021	5 Weeks	1 evening a week	Neath	£250
NVQ Level 2/3 in Brickwork	21/01/2021	1-2 Years	Days throughout the week	Neath, Swansea	£698*
NVQ Level 2/3 Carpentry & Joinery	21/01/2021	1-2 Years	Days throughout the week	Neath, Swansea	£698*
NVQ Level 2/3 Painting & Decorating	21/01/2021	1-2 Years	Days throughout the week	Neath, Swansea	£698*
NVQ Level 2/3 Plastering	21/01/2021	1-2 Years	Days throughout the week	Neath, Swansea	£698*
NVQ Level 2 Floor & Wall Tiling	05/02/2021	1-2 Years	Days throughout the week	Neath, Swansea	£698*
NVQ Level 2/3 Bench Joinery	05/02/2021	1-2 Years	Days throughout the week	Neath, Swansea	£698*
Fire Door Installation Awareness Course	05/02/2021	2 Days	Rolling programme	Brecon, Pontardawe	£500*
NVQ Fire Door Installation Qualification	05/02/2021	6 Months	Days throughout the week	Brecon, Pontardawe	£850*
SMSTS	Rolling Programme	5 Days	9am - 5pm	Neath	£550
SMSTS Refresher	Rolling Programme	2 Days	9am - 5pm	Neath	£225
SSSTS	Rolling Programme	2 Days	9am - 5pm	Neath	£285
SSSTS Refresher	Rolling Programme	1 Day	9am - 5pm	Neath	£225
IOSH Working Safely	Rolling Programme	1 Day	9am - 5pm	Neath	£130*
IOSH Managing Safely	25/01/2021	4 Days	9am - 5pm	Neath	£390*

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Creative	Start Date	Length	Day/Night	Location	Price
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Creative Writing Short Course	06/01/2021	12 Weeks	Wed, 6pm - 8pm	Neath	£140
Creative Media & Technology	02/03/2021	8 Weeks	Tuesday, 5pm - 7pm	Neath	£85

Engineering	Start Date	Length	Day/Night	Location	Price
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BEng (Hons) Industrial Engineering Design (Mechanical) Apprenticeship	02/02/2021	3 Years	Tue (1 Day per week)	Neath	Funded under the Apprenticeship Framework
BEng (Hons) Industrial Engineering Design (Electrical & Electronic) Apprenticeship	02/02/2021	3 Years	Tue (1 Day per week)	Neath	
Get started in CAD	12/01/2021	10 Weeks	Tue, 1 evening per week, 6pm-9pm	Neath	Fully Funded*
Drawings using a CAD System	12/01/2021	15 Weeks	Tue, 1 evening per week, 6pm-9pm	Neath	Fully Funded*
EAL L2 Performing Engineering Operations - Milling	11/01/2021	15 Weeks	Mon, 1 evening per week, 6pm-9pm	Neath	Fully Funded*
EAL L2 Performing Engineering Operations - Lathing	11/01/2021	15 Weeks	Mon, 1 evening per week, 6pm-9pm	Neath	Fully Funded*

English for Speakers of Other Languages (ESOL)	Start Date	Length	Day/Night	Location	Price
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ESOL Beginners		Ongoing	Mon, Wed (Day) Wed (Eve)	Neath Neath	
ESOL Improvers		Ongoing	Mon, Tue, Wed, Thu (Day)	Neath	Dependent on citizenship status courses are either FREE or £6 per hour A £15 admin fee applies.
ESOL Advanced		Ongoing	Mon, Wed, Fri (Day)	Neath	
ESOL All Levels	Week commencing 12/01/2021	Ongoing	Tue (Day) Thu (Day) Tue (Day & Eve) Thu (Day) Tue, Wed, Thu (Day) Tue, Wed (Eve) Thu (Eve)	Afan Pontardawe Sandfields Sandfields Brecon Brecon Welshpool	
ESOL - Digital Literacy		Ongoing	Tue	Neath	
ESOL - Preparation for Work		Ongoing	Thu	Neath	

Employability Skills	Start Date	Length	Day/Night	Location	Price
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Employability Skills, Work-ready, CV Writing	Rolling Programme		Contact us for more information	Neath	FREE
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TO FIND OUT MORE OR MAKE AN ENQUIRY SEARCH **NPTC GROUP PART-TIME** OR TEL: **0800 013 2544**

First Aid Training	Start Date	Length	Day/Night	Location	Price
CPR Cardiopulmonary Resuscitation Training	Rolling Programme	½ Day	Dates throughout the year	Various	£25*
Emergency First Aid At Work	Rolling Programme	1 Day	Dates throughout the year	Various	£75*
First Aid at Work	Rolling Programme	3 Days	Dates throughout the year	Various	£185*
First Aid at Work Refresher	Rolling Programme	2 Days	Dates throughout the year	Various	£150*

Generic Training	Start Date	Length	Day/Night	Location	Price
Fire Marshall Training	Rolling Programme	1 Day	Dates throughout the year	Neath	£95*
Mental Health First Aid L1	Rolling Programme	4 Hours	Dates throughout the year	Neath	£49*
Mental Health First Aid L2	15/01/2021	1 Day	Dates throughout the year	Neath	£75*
Mental Health First Aid L3	Rolling Programme	12 Hours	12 hours over 2 days	Neath	£145*
Online Learning: Mental Health First Aid L1	Rolling Programme	2 Hours	Online Learning	Various	£55*
Online Learning: Mental Health First Aid L2	Rolling Programme	3 Hours	Online Learning	Various	£75*
Online Learning: Mental Health First Aid L3	Rolling Programme	3 Hours	Online Learning	Various	£120*
Online Learning: Health and Safety in the Workplace L2	Rolling Programme	3 Hours	Online Learning	Various	£65*
Online Learning: Fire Safety L2	Rolling Programme	3 Hours	Online Learning	Various	£65*
Online Learning: Manual Handling Principles and Practice	Rolling Programme	3 Hours	Online Learning	Various	£65*
Minute and Note Taking	Rolling Programme	3 Hours	Online Learning Half a day	Various	£50
Report Writing	Rolling Programme	3 Hours	Online Learning 1 Day	Various	£75
Social Media for Business	Rolling Programme		1 Day	Neath/ Various	£75*

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Hairdressing, Beauty & Applied Therapy					
	Start Date	Length	Day/Night	Location	Price
Level 2 Certificate in Make-up & Beauty Consultancy	20/01/2021	20 Weeks	Mon (Eve)	Afan	£174
VTCT Level 2 Certificate in Barbering	FULL-TIME 20/01/2021	20 Weeks	3 days a week	Afan	£25
Gel Polish	Rolling Programme	3 Hours	Mon or Tue	Afan	£80
Spray Tanning	Rolling Programme	3 x 2 Hours	Mon or Tue	Afan	£100
Hopi Ear Candles	Rolling Programme	3 Hours	Mon or Tue	Afan	£50
Bamboo Massage	Rolling Programme	6 Hours	Mon	Afan, Brecon	£100
Lee Stafford's Pony up	Rolling Programme	3 Hours	Mon	Afan, Brecon	£55
Lee Stafford's Twisted Tong	Rolling Programme	3 Hours	Mon	Afan, Brecon	£55
Lee Stafford's Big & Bouncy	Rolling Programme	3 Hours	Mon	Afan, Brecon	£55
Health, Social & Childcare					
	Start Date	Length	Day/Night	Location	Price
Basic Safeguarding – Childcare	Rolling programme	3 Hours	6pm - 9pm	Afan	£65*
Basic Safeguarding – Health and Social Care	Rolling programme	3 Hours	6pm - 9pm	Afan	£65*
Safeguarding – Managers Responsibilities – Generic	Rolling programme	3 Hours	6pm - 9pm	Afan Neath	£65*
Counselling Skills and Strategies – Level 1 Introduction	Rolling programme	3 Hours	1pm - 4pm	Afan	£65*
Introduction Mental Health Awareness Level 1	Rolling programme	6 Hours over 2 weeks	1pm - 4pm	Afan	£110*
Introduction to Outdoor Play – Level 1	Rolling programme	6 Hours	6pm - 9pm	Afan Neath	£110
Horticulture & Gardening					
	Start Date	Length	Day/Night	Location	Price
Certificate in Practical Horticulture/ Gardening Skills Level 1	January 2021	1 Year	2 Days per week	Brecon Neath	£250
Certificate in Practical Horticulture/ Gardening Skills Level 2	January 2021	1 Year	2 Days per week	Brecon Neath	£250
L2 Award in Pesticides PA1 and PA6	January 2021	3 Days	Rolling Programme	Brecon Neath	£250*

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Spring Planters	January 2021	1 Day	Rolling Programme	Brecon Neath	£100
Growing Plants from Seed	January 2021	6 Hours	Rolling Programme	Brecon Neath	£100
Introduction to Allotment Gardening	January 2021	6 Hours	Rolling Programme	Brecon Neath	£100

Sport & Fitness	Start Date	Length	Day/Night	Location	Price
Level 2 Certificate in Fitness Instructing (Gym)	12/01/2021	12 Weeks	1 evening a week	Llandarcy	£683*
Level 3 Certificate in Personal Training	18/01/2021	28 Weeks	1 evening a week	Llandarcy	£1,059*

Plumbing, Electrics & Building Engineering Services	Start Date	Length	Day/Night	Location	Price
PAT Testing	Rolling Programme	2 Days	Throughout the year	Afan	£199
18th Edition Wiring Regulations	05/01/2021	4 Weeks	1 day a week	Afan	£333*
Inspection & Testing	Rolling Programme	7 Days	Throughout the year	Afan	£685*
Level 3 Award in Electric Vehicle Charging Equipment Installation	Rolling Programme	2 Days	Throughout the year	Afan	£195*
Level 2 Certificate in Fire Sprinkler Installation	18/01/2021	20 Weeks	1 day per week 9am - 5pm	Afan	£1,250*
Level 2 Certificate in Fire Sprinkler Installation Experienced Workers Route	Rolling Programme	5 Days	Over two weeks	Afan	£900*
Level 3 Installation & Maintenance of Automatic Fire Sprinkler Systems in Domestic Dwellings	20/01/2021	2 Days	Over two weeks	Afan	£480*
Legionella Risk Assessment and Water Systems Disinfection for Mechanical Services	Rolling Programme	1 Day	9am - 5pm	Swansea	£250*
Basic Plumbing for the Household	27/01/2021	8 Weeks	1 evening per week	Neath	£245*
Cold Water Regulations	Rolling Programme	1 Day	9am - 5pm	Swansea	£195*
Unvented Domestic Hot Water	Rolling Programme	1 Day	9am - 5pm	Swansea	£185

Public Services	Start Date	Length	Day/Night	Location	Price
Police Entry Course	30/01/2021	12 Weeks	1 day over a week	Llandarcy	£799*

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E-LEARNING COURSE LIST

We have developed a number of e-learning courses, that are so easy to access you can access from anywhere, even the comfort of your own sofa! Funding is available too!

HEALTH & SOCIAL CARE COURSES

- Allergen Awareness
- Autism Awareness
- The Care Certificate
- Care Planning
- Catheterisation Awareness
- Challenging Behaviour Awareness
- Child Safeguarding Advanced
- Child Sexual Exploitation
- Communication and Record Keeping
- Coronavirus Awareness and Control
- Dementia Awareness
- Diabetes Awareness
- Diet & Nutrition Awareness
- Dignity, Privacy and Respect
- Disability Awareness
- Drugs and Alcohol Awareness
- Duty of Candour
- Duty of Care Awareness
- Epilepsy Awareness
- Equality & Diversity
- Fall Prevention Awareness
- Infection Control Awareness
- Infection Control Advanced
- Learning Disabilities Awareness
- Legionella Awareness
- Loss & Bereavement
- MCA & DOLS Awareness
- Medication Awareness
- Medication Advanced
- Mental Health Awareness
 - FAA Level 1 Awareness of First Aid for Mental Health
- Mental Health Awareness cont.
 - FAA Level 2 Award in First Aid for Mental Health
 - FAA Level 2 Award in Supervising First Aid for Mental Health
- Moving & Handling of People Awareness
- Oral Health Awareness
- Palliative and End of Life Care
- Person Centred Care Awareness
- Pressure Sore Awareness
- Risk Assessment Awareness
- Safeguarding Adults Awareness
- Safeguarding of Children Awareness
- Self-Harm Awareness.

COMPLIANCE COURSES

- Age Verification Awareness
- Bribery Act Awareness
- Internet Safety Awareness
- Money Laundering Awareness
- GDPR Awareness
- Information Governance Awareness.

HEALTH & SAFETY COURSES

- Asbestos Awareness
- Award in Licence Premises Staff
- Concussion Awareness
- COSHH Awareness
- Display Screen Equipment Awareness
- Emergency First Aid Awareness
- Fire Safety Awareness
- Fire Safety Level 2 Award
- Food Safety Awareness Level 2
- Food Safety Awareness Level 3
- Food Safety in Catering Level 2
- HACCP Awareness
- Health & Safety Awareness
- Health & Safety in the Workplace Level 2
- Lone Working Awareness
- Manual Handling of Inanimate Objects
- Manual Handling - Principles & Practice Level 2 Award
- Paediatric First Aid (Blended Learning)
- RIDDOR Awareness
- Slips Trips and Falls Awareness
- Working at Height.

SOFT SKILLS, ICT, BUSINESS & MANAGEMENT COURSES

- Bullying and Harassment
- Complaints Handling
- Conflict Management
- Customer Service Awareness
- European Driving License (ECDL)
- Leadership & Management Qualifications through ILM Workbooks
- Preventing Radicalisation
- Staff Appraisal Skills
- Stress Awareness
- Time Management Awareness.

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CASE STUDY: PETE O'NEIL (CREATIVE WRITING)

As a 54-year-old who has been writing as a hobby for many years, I found that there is always more to learn and would recommend this course to anyone pursuing creative writing at whatever stage or age they may be. Classes are quite informal and there is a good mix of ages. The teachers draw from a wide range of authors and media to provide a balance of interesting styles and techniques.

The course covers all areas of creative writing, both fiction and non-fiction, and gives valuable insight into the methods and structures used to create any piece of writing, from flash-fiction and short stories to autobiographies and reviews. Each weekly module is packed with information and students are encouraged to share their work and engage in workshops to discuss, critique and improve their work.

ENQUIRE TODAY



Enquire for any of our part-time courses on:

0800 013 2544

or visit our website:

www.nptcgroup.ac.uk

NPT Learning and Skills Network

NPTC Group of Colleges works closely with a number of partners to provide a high quality learning experience in a range of venues across Neath Port Talbot, to provide learning in the heart of your community.

For more details about courses within your community please search Adult Community Learning Neath Port Talbot or visit our partner's websites.



Search **NPTC Group Part-time**     

Information contained within this leaflet was correct at the time of production. NPTC Group of Colleges reserves the right to alter or cancel courses where circumstances demand. Every student is guaranteed equality of opportunity and access to programmes appropriate to their needs.

